

STATE OF COLORADO

Department of Higher Education
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS

Jim Parker
Director



NOTICE TO RENEW CERTIFICATE OF APPROVAL Expiring June 30, 2009

TO: Private Occupational School Directors
FROM: Jim Parker, Director
DATE: October 1, 2008
RE: RENEWAL APPLICATION FOR STANDARD CERTIFICATE OF APPROVAL

Your school currently holds a Certificate of Approval (COA) that expires **June 30, 2009**. The Private Occupational Education Act of 1981, as amended, requires that in order to renew your COA you must **submit an application for approval on or before February 15, 2009**. The application fee for non-accredited schools is \$1,000 and \$500 for accredited schools. The enclosed materials are provided to assist you in completing the application for renewal of the COA effective July 1, 2009 - June 30, 2012. Please mail or deliver your completed application and applicable fees to the Division of Private Occupational Schools (Division) at the below-listed address.

Applications received at the Division **after** February 15, 2009 and/or renewal applications that remain noncompliant with all renewal filing requirements will **not** be considered for standard renewal. Schools that fail to comply with the renewal filing deadline and/or filing requirements will be required to submit a provisional (new) school application and associated fees; thus the school will be considered for a Provisional Certificate of Approval (one-year period) **only**.

All current permits for in-state agents at your school expire June 30, 2009. New agent applications must be submitted, including a \$150.00 fee per application. These **in-state agent applications** with applicable fees are also **due by February 15, 2009**.

As part of the renewal process a physical inspection of your school will be conducted by the Division to ensure compliance with regulatory standards in such areas as school facilities, safety requirements, instructional equipment, instructors, and recordkeeping practices. Your assigned program specialist will be contacting you soon to schedule and coordinate a date to conduct an onsite inspection of your school.

Though it is likely that the onsite inspection may be conducted prior to the February 15, 2009, application deadline it is not necessary that the renewal application and fees be submitted to the Division or all renewal filings requirements be fully completed in advance of the Division performing the school inspection.

If you have any questions concerning your application, please contact your Program Specialist.

Enclosures:

1. Renewal Application Checklist
2. Application to Operate a School
3. In-State Agent Permit Application
4. Catalog Checklist
5. Enrollment Agreement Checklist
6. Fee Schedule